

Salmon and Miller/Walker Basin Planning Effort Project Management Team Meeting

Date: Thursday March 6, 2003

Time: 9:00AM – 12:00PM

Location: City of Burien Public Works Conference Room

Meeting Summary

Attendees

Dan Bath	City of Burien
Bruce Bennett	King County
Steve Bennett	City of Normandy Park
Julie Cairn	King County
Steve Clark	City of Burien
Arn Coombs	Gray and Osborne Engineers for the City of Normandy Park
Curt Crawford	King County
Bob Duffner	Port of Seattle
Dale Schroeder	City of SeaTac

Announcements and General Business

Bruce distributed printed copies of the ILA Amendment for Partners to have signed by their Agency signatory. Amendment #1 reduces the cost share for WSDOT from 10% to 1%, and it adds the City of Normandy Park as a Project Partner, with a cost share of 9%.

Bruce will send out an electronic copy of the Amendment to the PMT members as well, to help expedite the signature gathering. The email version will include the return mailing address for the signed documents (ATTN: Lee Ann Merrill).

Please try to get the signed copies back to Lee Ann by March 21st.

The PMT confirmed that there were no additional edits to the February 6 PMT Meeting Summary. Edits received will be incorporated, and the February 6 PMT Meeting Summary will be issued as FINAL.

Raw vs. Filtered Problem List

Several weeks ago, Bruce sent out the list of “raw” problems in email. As part of that “raw” information, he also sent out an Excel file containing customer complaint information for the Miller/Walker and Salmon basins from about 1970 to late 2002. This data was extracted from the King County drainage complaint database.

Bruce reviewed the scope of the “raw list” and the path that led from the “raw list” to the “filtered list.” The “raw list” includes the information in the customer complaint database

Action items are highlighted

and information gathered by King County staff (Louise and Doug) when meeting with each Project Partner to discuss their goals and concerns for the basin planning effort. These interviews also discussed known or perceived drainage problems in each jurisdiction.

PMT members asked if King County could provide some analysis of the complaint data, so that the approximately 1400 complaint records would be more useful in the context of the planning effort.

Project Schedule Approach

Bruce handed out an updated project schedule, and walked through it with the PMT members.

On the schedule, the tasks are organized based on the participants (PMT, executive committee, elected officials, and the public). It was suggested that color coding the tasks by the activity or work product would improve the schedule readability.

The schedule was discussed, and some modifications were made. The PMT agreed with the overall approach as discussed. See discussion below about public information strategy approaches.

The PMT also reconfirmed their desire to have the King County technical team make recommendations for preliminary problem prioritization and solutions development (for both Salmon and Miller/Walker basins).

The proposed schedule, as discussed, includes developing and getting feedback on a Public Information Strategy Summary document by early April, and for briefing the Executive Team and the Elected Officials in April/May.

Public Outreach Strategy

Media outreach was discussed. It was suggested that it include:

- Highline Times article (Developed with input from all partners. **Approved by the Executive Committee prior to release.** Submitted on behalf of all partners. Release coordinated by Burien Public Information Officer.)
- Agency/City newsletters (each agency to take care of using content developed above)
- Agency/City Government TV channels (each agency to take care of using content developed above)
- Radio (maybe) – using content developed above and coordinated by City of Burien Public Information Officer.
- Web – using content developed above, posted on the Project Web Site by King County staff.

Consistency in the information delivered is very important.

Steve Clark has volunteered the assistance of Burien's Public Information Officer (Susan Wineke, 206-439-3167, susanw@ci.burien.wa.us)

Action items are highlighted

Public Meetings – The proposed schedule has a slightly modified public meeting approach than that discussed at the last PMT meeting. This was discussed. The approach on the schedule was generally acceptable, with the following caveat: meetings to discuss Salmon basin issues should be held **separately** from meetings held to discuss Miller/Walker basin issues.

Reminder to PMT members: Each agency needs to make sure they are talking to their respective executives and elected officials before the public meetings roll around.

Work Product Needed – 1 or 2 page Public Outreach Strategy Summary to share with Executive Committee in April. **Bruce to draft and get feedback from PMT members so this can be finalized very early in April.**

Fact Sheet and Basin Plan Document Discussions

The group discussed the Project Fact Sheet in general terms (this had not been on the official agenda). A few general comments came up that we need to make sure are reflected in the Fact Sheet. They are:

The scope of the existing ILA should be clear – planning only, not implementation

The purpose of the plan is to develop recommendations based on technical merits. Implementability and political issues may affect implementation and funding priorities, but the plan is to be technically based.

As technical options are outlined in the plan, supporting materials need to be provided (pros and cons and costs) as available and appropriate.

Provide discussion and assurances of the joint decision-making processes that are envisioned for follow on steps/projects.

Presentations to PMT by Consultants*

The PMT had requested a presentation by the Port's consultants regarding the information in the Port's mitigation plan. The purpose of the presentation request was **not** to discuss the merits or faults of the mitigation plan or of the proposed third runway project, but simply to gain a better understanding of the content of the mitigation plan. Because of concerns raised by King County Councilmember Julia Patterson, the presentation by the Port's consultants will be cancelled. Instead, Bob Duffner, the Port's PMT representative, has suggested that he and Robin Kordic, another Port employee, give an overview of the content of the mitigation plan. The PMT will decide at a future date if there will be a presentation on the Pollution Control Hearings Board decision regarding the Port's mitigation plan. If it is decided that a presentation would be useful, it will be given by a member or members of the PMT.

While it is the intent of the PMT to be informed of technical issues relevant to development of the basin plan, it is not the PMT's intent or charge to debate, evaluate, support, or oppose the Port's mitigation plan or the third runway project.

Action items are highlighted

*Further discussion of this topic occurred after the meeting. The PMT may wish to revisit this topic at its next meeting.

Phasing of the Basin Plan

The concept of phasing the basin plan has been discussed separately by King County Councilmember Julia Patterson and the City of Burien on several occasions. The PMT decided that the basin plan can't be phased because it is not technically feasible to do so. Any attempt to consider only part of the watershed (specifically, those parts not affected by the proposed third runway project) is not consistent with the concept of basin planning, which is to consider the watershed as a complete, inter-related unit, with all parts of the watershed functioning in concert. If parts of the watershed were ignored, then it would not be possible to develop meaningful descriptions of problems, hydrologic models, or potential solutions.

Executive Committee Meetings

Upon reviewing the schedule, it is time to schedule several Executive Committee Meetings. The City of Burien has offered to work with the Executive Committee members to get several meetings set up –

- Early April (the first week of the month if possible)
- Mid May
- Mid August

PMT Members are encouraged to attend the Executive Committee Meetings

Steve Clark summarized the agenda items for the April Executive Committee meeting as follows: address issues from the last Executive Committee meeting, review project schedule, and review public involvement strategy.

Upcoming Meetings and Topics

April 3, 2003 PMT Meeting has been **CANCELLED**.

- Work on the Public Involvement Strategy Summary document will occur via email (in preparation for the Executive Committee Meeting).

Executive Committee meetings will include PMT Members (next one in early April some time)

April 10, 2003 Modeling results technical presentation for both basins – 2 to 3:30 in the Chinook conference room, 6th floor, King Street Center

May 1, 2003 PMT Meeting 9AM – Noon City of Burien City Manager's Conference Room

- The Parametrix presentation has been cancelled (see above). A PMT member will present information about the Port's mitigation plan.

Action items are highlighted

- Discuss modeling results
- Discuss public outreach content to forward to Exec Committee for action at mid-May Executive Committee meeting.

Related Attachments (double click icon to open file)

FINAL 2/6/03 PMT Meeting Summary	 "020603 PMT Meeting Summary.do
Gantt Chart (incorporating formatting comments at the meeting) – LARGE FORMAT BEST PRINTED ON A PLOTTER	 gantt.xls

Action items are highlighted

FINAL

Salmon and Miller/Walker Basin Planning Effort Project Management Team Meeting

Date: Thursday February 6, 2003

Time: 9:00AM – 12:00PM

Location: City of Burien City Hall, City Manager's Conference Room

Meeting Summary

Attendees

Arn Coombs	Gray and Osborne Engineers for City of Normandy Park	206-284-0860
Dan Bath	City of Burien	206-439-3154
Dale Schroeder	City of SeaTac	206-973-4723
Steve Clark	City of Burien	206-248-5514
Bruce Bennett	King County	206-296-1952
Curt Crawford	King County	206-296-8329
Julie Cairn	King County	206-296-8032

Introductions and Announcements

Bruce distributed copies of the original ILA containing signatures from all the Partners.

Bruce shared that King County technical staff no longer needed Ralph Nelson (from R W Beck) under contract as a modeling oversight consultant on the project. The county's modelers have found that there is sufficient in-house expertise to address all modeling tasks. Bruce asked the PMT to consider permitting King County to cancel the contract. The PMT approved the cancellation of the remainder of the R W Beck contract for modeling oversight. The balance of the contract funds, about \$12,000, can now be spent on other project tasks.

During the field trip on February 5, there were many questions about the technical details of the Port's Mitigation Plan. Bob offered to have the Port's consultant come to an upcoming PMT Meeting to present that technical information. PMT Members were interested in having this presentation, as were King County technical staff. **Julie will work with Bruce and Bob to determine when this would make sense in the upcoming meeting schedule, and to determine the consultant's availability.**

City of Normandy Parks' Anticipated Project Participation

Bruce recounted Steve Bennett's request that Arn be allowed to formally participate at PMT meetings on behalf of Normandy Park. Bruce believed this was possible if Arn were given full decision-making authority on behalf of Normandy Park for this basin planning effort. The PMT members accepted this request, and welcomed Arn to the PMT (presuming the City of Normandy Park signs the ILA as anticipated).

Action items are highlighted

Issued as FINAL after incorporating PMT feedback

Bruce distributed the proposed Amendment to the ILA that adds Normandy Park as a Project Partner, and modifies the cost share percentages for Normandy Park (9%) and WSDOT (reduced from 10% to 1%); and incorporates the latecomer fee of \$4000 for Normandy Park.

The details of the proposed amendment have been verbally discussed among the PMT members previously. The PMT members were asked to review the language to ensure it was consistent with their expectations and to get any feedback to Bruce by COB on Friday, February 14th.

The PMT members present requested confirmation from Normandy Park regarding their intent to sign the ILA as drafted, as well as information on the anticipated timing of their signature on the Amendment. Other jurisdictions will submit the Amendment for signature after Normandy Park has reviewed the Amendment language and reaffirmed their intent to sign.

Public Involvement Approach

Bruce and Curt presented some logical opportunities for public involvement related to the development of work products.

Each of these milestones leading to the Final Basin Planning Report will need to be addressed by various audiences – by the PMT; by the Project Executive Committee and by elected officials; and by the general public.

It was suggested that these various interfaces need to be incorporated into the master schedule for the project. Bruce will incorporate the public involvement interfaces and/or milestones into the updated project schedule.

The Executive Committee does not currently have standing meetings. In order to move through this public process, it would be useful to have a regular forum to present information to the Executive Committee. Once the schedule is updated, the timing of meetings with the Executive Committee will be more obvious, and these will be requested by the PMT.

At the last Executive Committee meeting, it was reaffirmed that PMT members should be taking the lead on briefing their respective elected officials on the status of the Project.

The technical work on the Project should be completed in 2003. Some of the Public Involvement opportunities identified above would occur in 2003, but the Adoption phase and its public involvement opportunities will likely be occurring in the 1st quarter of 2004.

Likely Public Meetings:

- Following the completion of the Conditions Report containing the draft prioritized problems (2 meetings – one for the Salmon Basin and one for the Miller/Walker Basin, full PMT involvement)

Action items are highlighted

- Following the development of draft recommendations and their incorporation into the Draft Basin Planning Report (2 meetings – one for the Salmon Basin and one for the Miller/Walker Basin, full PMT involvement)
- Possibly following the incorporation of public comments into the Draft Basin Planning Report, and issuance of an Executive Committee-Proposed Final Plan, depending on the scope and extent of public comments that needed to be addressed. (If needed, 1 meeting covering the whole Report, full PMT involvement)
- Following Report completion, as the report is being forwarded onto individual Jurisdictions/Agencies for adoption. (1 meeting covering the whole Report, with the Executive Committee Member and PMT representative for each jurisdiction/agency handling this for their respective organization)

In summary, the PMT felt there would likely be 5 or 6 public meeting opportunities.

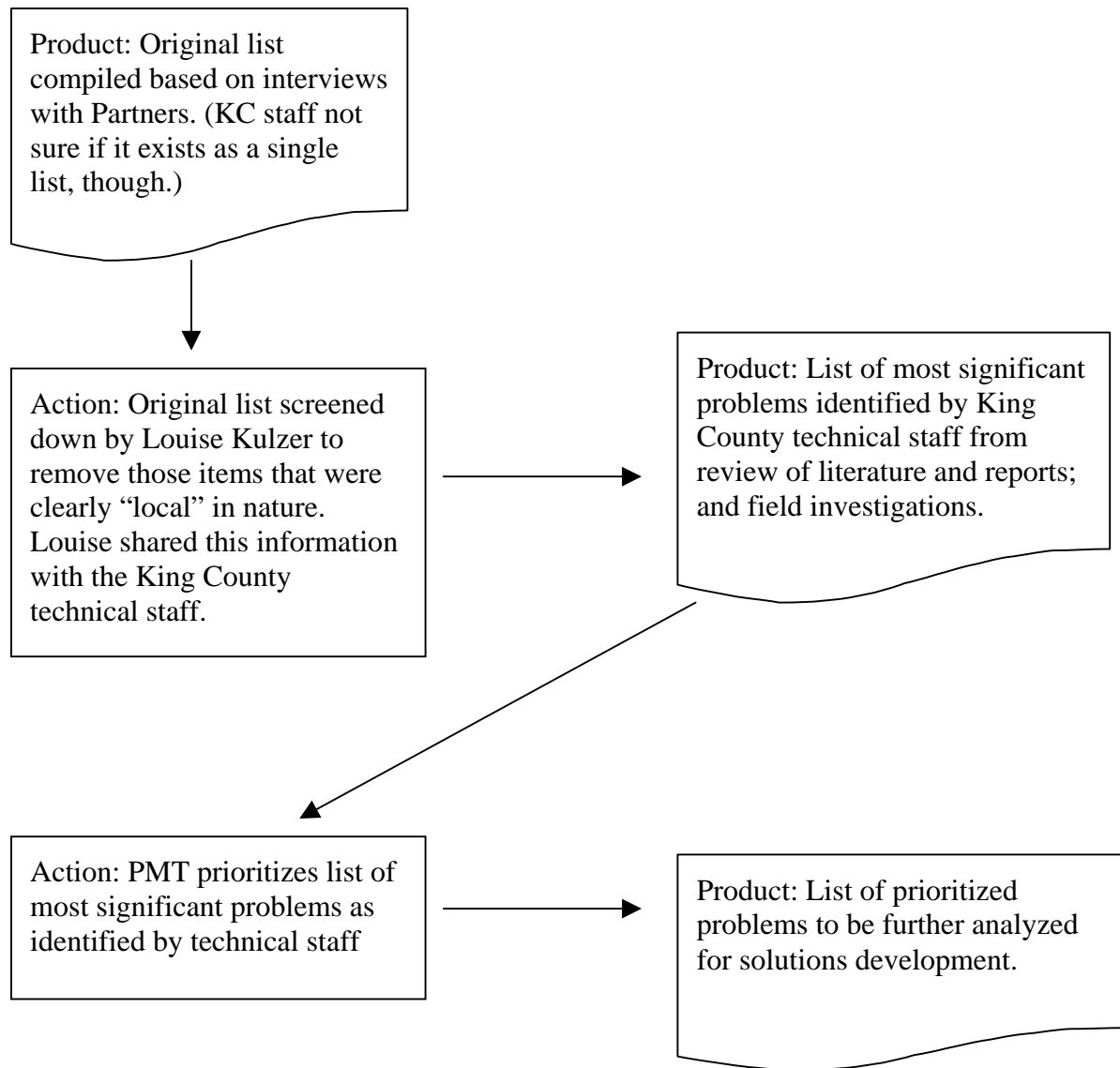
Continued Ranking of Salmon Basin Problems

The PMT members present discussed whether it was useful to continue classifying and ranking the problems in the absence of the modeling run results. After extensive discussion, the group decided it would be best to wait until the modeling runs were completed. Bruce is meeting with Kelly Whiting next week, and he will get an updated schedule for the modeling.

The PMT requested that Kelly present the modeling results and answer questions after the runs are complete.

Action items are highlighted

There was a discussion of the evolution of the “problem list” and of the overall process.
See flowchart below:



Some PMT members are interested in seeing the original problems to better follow the process, and so that they don't forget the “local” issues they identified that they need to address independently. **Bruce will look for this original information.**

Action items are highlighted

Other Action Items (not previously identified)

Doug Chin will contact the Normandy Park Public Works Director (Carl Franta) to conduct the interview regarding existing problems, as was done initially for the other Partners.

Arn will find out more information about the 1st Avenue South roadway widening project that Gray and Osborne is currently designing for the City of Normandy Park. He will provide the Project TIR.

Julie will send the current version of the Fact Sheet out to PMT members.

PMT members to provide comments on the Web Page structure (to Julie) by COB, Friday February 14th.

Arn to discuss the Draft ILA Amendment language with Steve B., in order for Normandy Park to reaffirm their commitment to sign the ILA and their anticipated schedule to do so.

Next PMT Meeting

March 6, 2003 9AM – Noon (in the Public Works Office Conference Room)

Related Attachments

FINAL 12/05/02 Meeting Summary*	
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*Julie did not receive any comments or corrections on the Draft version sent out in December.	
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Action items are highlighted

Issued as FINAL after incorporating PMT feedback

Miller/Walker and Salmon Basin Planning - Proposed Schedule

March 6, 2003

Task	Start Date	End Date	3/6/2003	3/13/2003	3/20/2003	3/27/2003	4/3/2003	4/10/2003	4/17/2003	4/24/2003	5/1/2003	5/8/2003	5/15/2003	5/22/2003	5/29/2003	6/5/2003	6/12/2003	6/19/2003	6/26/2003	7/3/2003	7/10/2003	7/17/2003	7/24/2003	7/31/2003	8/7/2003	8/14/2003	8/21/2003	8/28/2003	9/4/2003	9/11/2003	9/18/2003	9/25/2003	10/2/2003	10/9/2003	10/16/2003	10/23/2003	10/30/2003	11/6/2003	11/13/2003	11/20/2003	11/27/2003	12/4/2003	12/11/2003	12/18/2003	12/25/2003	1/1/2004	1/8/2004	1/15/2004		
PMT meeting - schedule, raw and filtered problems, coordination with Exec Comm and electeds, public involvement strategy	03/06/03	03/06/03																																																
Modeling presentation	04/10/03	04/10/03																																																
PMT meeting - discussion of modeling	05/01/03	05/01/03																																																
PMT meeting - problem prioritization	06/05/03	06/05/03																																																
PMT meeting - finalize problem prioritization	07/03/03	07/03/03																																																
PMT meeting - review potential solutions	08/07/03	08/07/03																																																
PMT meeting - finalize potential solutions	09/04/03	09/04/03																																																
PMT meeting - draft plan	10/02/03	10/02/03																																																
PMT meeting - draft plan	11/06/03	11/06/03																																																
PMT meeting - final plan	12/04/03	12/04/03																																																
Executive Committee - address issues from last meeting, review schedule and public involvement strategy	4/3/2003	4/10/2003																																																
Executive Committee - review basic modeling info	05/19/03	05/23/03																																																
Executive Committee - problems and solutions briefing	08/11/03	08/22/03																																																
Executive Committee - review draft plan	10/13/03	10/24/03																																																
Executive Committee - transmit plan to electeds	12/15/03	12/25/03																																																
Elected officials - provide public involvement strategy	04/28/03	05/02/03																																																
Elected officials - provide synopsis of modeling	05/26/03	05/30/03																																																
Elected officials - problems and solutions briefing	08/25/03	09/05/03																																																
Elected officials - draft plan briefing	10/27/2003	11/7/2003																																																
Elected officials - review and approve final plan	01/01/04	01/15/04																																																
Public involvement - launch web page	05/12/03	05/16/03																																																
Public involvement - outreach via media	06/01/03	01/15/04																				</																												

Key	
Public Involvement Strategy	
Modeling	
Identify Problems and Solutions	
Draft plan	
Final plan	